

Carlisle Housing Authority

Minutes

March 26, 2013

Present: Alan Lehotsky, Chair, Carlisle Housing Authority; W. Randall Brown; Carolyn Ing; and Elizabeth DeMille Barnett, Housing Coordinator

Not present: James Bohn and Steven Pearlman

Attendees: Cynthia Sorn, *Carlisle Mosquito*

1. **Meeting called to Order** at 7:34 p.m.
2. **Community Input:** none
3. **Old Business**
 - A. **NOAH Benfield Farms.**
 1. **Land Development Agreement.** Alan Lehotsky reported that the Land Development Agreement between the Carlisle Housing Authority and NOAH had been executed.
 2. **MassDEP Community Water Supply Well Vault.** Mr. Lehotsky reported that MassDEP had approved the NOAH Benfield Farms well vault.
 - **Pre-Construction Meeting.** Mr. Lehotsky reported that in early March, the NOAH Benfield Farms pre-construction meeting had been held per the Carlisle Zoning Board of Appeals Comprehensive Permit requirements. He reported that John Luther, Building Commissioner convened the meeting and invited representatives from all Town boards and departments. The meeting agenda included: the NOAH Benfield Farms construction contractor presenting a preliminary construction schedule for the coming year; a segment on Town board/staff construction site safety which was given jointly by the Building Commissioner; and time for questions and answers. Both NOAH and the Building Commissioner said that proper safety gear (hard hat, shoes, safety glasses and safety vest) as well as authorization from the NOAH contractor will be required of anyone entering the site. Once on the site, the NOAH contractor will be required to accompany all visitors, including Town board members/staff, at all times. Mr. Lehotsky reported that according to NOAH, Benfield Farms construction site preparation is expected to commence in early April.
 3. **NOAH Benfield Farms E-mail Address.** Mrs. Barnett distributed a Town Hall Benfield Farms email address, where construction concerns/questions might be sent to the Building Commissioner. These queries also will be shared with the Housing Coordinator and Town Administrator. The Building Commissioner also is developing an information list for those interested in project updates.

4. **Carlisle Housing Authority 2006 Town Meeting Benfield Community Preservation Appropriation Budget.** Mrs. Barnett distributed copies of the HA 2006 Benfield CPA appropriation budget which she had developed. It outlined project expenses and CPA funds available to date.

- B. Affordable Accessory Apartment (AAA) Zoning Bylaw Amendment Petition to the Board of Selectmen.** Mrs. Barnett distributed the proposed amendments to the Carlisle Zoning Bylaws regarding Affordable Accessory Apartments. She reported that the Planning Board is holding a public hearing on these proposed changes on April 8, 2013. The Affordable Housing Trust and Board of Selectmen are planning to have the amended changes on the 2013 Annual Town Meeting Warrant.

4. New Business

- A. Inspector General's (IG) Bidding Basics for Housing Authorities.** Mrs. Barnett distributed a handout from the Inspector General's Training on Bidding Basics. She reported on highlights of the training and IG's emphasis on best practices.

She also distributed website information for the Ethics Commission online training. All Housing Authority board members are required to complete this training this year.

- B. Carlisle Council on Aging - Community Conversations: Board of Health Septic Loan Program.** Mrs. Barnett reported on the recent Gleason Public Library Community Conversation which she had attended on the Board of Health (BOH) revolving septic loan program. The size of BOH grants are dependent upon overall community demand, with maximum septic replacement/repair loans ranging up to \$40,000. A homeowner's septic system needs to fail MassDEP Title V in order to become eligible to participate in the Town BOH program.

- C. Carlisle Council on Aging – Gleason Public Library Community Conversations.** Mrs. Barnett reported that she will be coordinating two outreach/education events in the upcoming weeks. The first is a talk on *Mortgage Foreclosure Prevention: federal, state and local resources*, to be held on March 27, 2013. Speakers for this talk will be Suzanne Frechette, of the Home Preservation Center in Lowell, Massachusetts and Frank of Carvalho, Mill Cities, Investments, Inc. The second talk she is coordinating will be held on April 2, 2013, entitled *Aging in Place*. Representatives from Boston Walk-in baths and Christina Cutting, Coordinator of the South Middlesex Opportunity Council Home Modification Loan Program, will be speaking on home modification options for elders and the disabled of all ages.

- D. Senior Tax Worker.** Mrs. Barnett reported that the Housing Coordinator's Senior Tax Worker, Albert Williams, had been doing an excellent job updating the Housing Coordinator files. She noted that this was the first time in over six years, that the Housing Coordinator files had printed labels.

- E. **338 Bedford Road – Department of Developmental Services (DDS) Housing.** Given its long term interest in DDS housing and relationship with the state agency, Mr. Lehotsky expressed interest in the Housing Authority playing a role in the development of the DDS Request for Proposal. W. Randall Brown also expressed interest in the Housing Authority having a role. Mr. Lehotsky asked Mrs. Barnett to distribute the Joint Statement of the Department of Justice and the Department of Housing and Urban Development: *Group Homes, Local Land Use, and the Fair Housing Act* and *A Legal Guide to the Siting of Community-Based Social Service Programs and Special Needs Schools*.

Meeting entered into Executive Session at 8:10 p.m.

Respectfully submitted,

Elizabeth DeMille Barnett